ARRL and TAPR
Digital Communications Conference
Conference Guidelines for Planners

http://www.tapr.org/dcc

Rev 1. January 1997.

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Purpose of this Document

This document is intended to provide guidelines for individuals involved in submitting a co-host proposal or for groups currently organizing a DCC. This includes regional or local organizations proposing to sponsor the conference, the members of the Conference Committee, and members of regional groups sponsoring the current conference.

What is the Conference?

The conference is an annual meeting of radio amateurs interested in digital communications. It is jointly sponsored by the ARRL and TAPR, and seeks to foster amateur activity in the digital modes by the presentation of papers on advances in technology, the holding of workshops on basic and advanced topics, the presentation of awards to individuals who have contributed to the cause, and by generally providing an opportunity for interaction between hams involved in digital communications. The publication of a proceedings volume provides access to the meeting for those who cannot attend in person.

Organizational Responsibilities

TAPR is responsible for the management of the conference and ARRL publishes the proceedings. Each year, a regional organization (or organizations) co-sponsors the conference. TAPR and ARRL have appointed Joint Conference Officers to oversee the conference on an ongoing basis. Each year, a Conference Committee is formed to organize and conduct the affairs of the conference for that year. The Committee includes the Joint Conference Officers, other ARRL and TAPR representatives, and one or more members from the regional organizations. Typically, the Conference Committee will consist of 4 to 6 persons. Much, if not all, of the business of the committee will be conducted by e-mail and telephone.

Time and Location of the Meeting

Date: The meeting is held during the latter half of September, on the third or fourth weekend.

Location: The location rotates from East to Central to West in the United States. For example:

1997 - Baltimore, MD (Eastern US)
1998 - Central US
1999 - Western US
2000 - Eastern US

Hotel/Transportation: It is highly recommended that a local co-host find one location to host all activities. Providing transportation to and from a hotel to a local

well- equipped location is very difficult. If you plan on having the meeting away from the hotel location, be sure to provide very detailed information on how transportation will happen. The hotel should be near a airport that handles as many major carriers as possible and have good rates available to various parts of the US. The hotel should provide transportation to and from the airport. The hotel or conference center should have reasonably priced lodging since almost all attendees pay their own way. Room rates should be in the range of $60 to $85 a night.

Meeting Facilities: The meeting facilities (most likely the hotel) should be able to at least provide two conference rooms that hold 175 people each (as of 1997 — this might change in the future). A hospitality room should be located nearby and allow soft drinks and snacks to be served. Other smaller meeting rooms might be required from year to year and will be determined by the conference committee.

Lunch and Dinner: The facility must be able to handle a Lunch on Saturday of around 125 and a dinner on Saturday of around 110. Lunch should cost about $15 (including tip and tax) per person and the dinner should cost about $16-$19 person (including tip and tax) per person. It is suggested that a proposal just include the menus made available by the conference facility. The conference committee has expertise in working out menus that are affordable, yet filling for those attending.

Conference Activities

In recent years the conference has attracted 100 to 200 registrants. TAPR board members and ARRL representatives arrive Thursday evening, and committee meetings are held Friday morning. Friday afternoon is normally used for special sessions, such as special interest groups (SIGs), student paper sessions, or advanced workshops. Friday dinner is informal, typically involving a mass descent on a local pizza house. Friday evening may see another SIG meeting or other working session.

The main sessions of the conference are on Saturday. The plenary session normally has attendance of 125 to 150 people, and a second smaller session of about 50-100 may run concurrently at times. Lunch is a group affair, usually included in the registration fee. Catering the lunch at the meeting site keeps us all together and makes it possible to get the afternoon session started promptly.

Dinner is a group affair at the conference site, but is an optional activity not included in the registration fee. An after-dinner speaker closes out the day's activities, with the possible exception of small break-out working groups on specialized topics

On Sunday, we typically see one or two workshops of general interest, lasting until early afternoon. Most participants start their journey home by mid-afternoon. Typically, no Lunch is provided for on Sunday,. but one might be arranged if circumstances indicate that.

Facilities Requirements

With the above general plan in mind, the meeting minimum site requirements can be summarized as follows:

1. Thursday : approx 10-15 Guest Rooms.
2. Friday:
   - A. 50 -75 Guest Rooms
   - B. Board Room, seating 10 - 15, conference style.
   - C: Hospitality Room
   - D. Vendor Display area (optional depending on cost of room at conference facility)
   - E. Meeting room seating 100 theater style.

3. Saturday
   - A. 50 - 75 Guest Rooms
   - B. Hospitality Room
   - C. Vendor Display area (optional depending on cost of room at conference facility)
   - D. Main Meeting Room, 150 theater style
   - E. Secondary Meeting room, 100 theater style

F. Lunch for 100 - 125
G. Dinner for 125 - 150

4. Sunday
   A. Meeting Room for 100 theater style until mid afternoon
   B. Possibly catered lunch.

Calendar and Promotion

The following is a rough schedule of dates that action items need to be completed by. These are not fixed, but past conferences indicate that missing any of these or a significant delay can impact the conference.

September:
- Current year meeting.
- Proposals received from prospective hosts.
- Host for following year selected by consensus of Joint Conference Officers, TAPR Executive Committee, and ARRL representatives. Conference Committee for next year is appointed by TAPR President.

October - November:
- Selected host solicits bids from Hotel/ Conference centers and finalizes contract in conjunction with Joint Conference Officers and President of TAPR.

December:
- First announcement of dates and location for Winter PSR and QST.

January:
- Conference Committee begins active planning of conference program and related events. Preliminary announcement submitted to QST, PSR, Internet, Web Page, etc

March:
- Call for Papers submitted for Spring PSR, QST, Internet, etc.

May:
- Dayton

June 15:
- Final Announcement submitted for Summer PSR

August (first of):
- Deadline for papers to be published in the Proceedings.
- Mailing targeted at local area amateurs that might attend

Other Calendar Activities

(start as soon as possible)

Promotional:
- Contact local Section Manager and Division Director for help!
- Local Committee promotes with clubs in their state and region.
- Some kind of special promotion in QST by Stan Horzepa
- AMSAT Newsletter?
- Newsline Radio program
- WWW Home Pages
- News Groups
- Packet Radio BBS flyers
- Hamfest Flyers

Program Related:
- BoD and ARRL staff solicited for ideas on meeting themes, symposia, workshops, special speakers
- Conference Committee decides on which of these to pursue most actively Symposium chairs, if any, recruited.
- Workshop leaders recruited.
- Dinner Speaker recruited.
- Solicitations sent out to individuals asking for commitments for papers.
- Follow-up on all committed participants.
- Contact local Section Manager and Division Director for help!
- Review expected paper submissions with ARRL editorial staff.

Regional Group Participation

Participation by one or more local or regional groups is an essential ingredient to a successful meeting. The regional group generally takes the lead in proposing a specific meeting city early in the process of planning for that meeting. Proposals from possible regional sponsors should be presented to TAPR in time to be considered at the current year's DCC. For example, a regional group interested in sponsoring the 1998 annual meeting should approach TAPR in the spring of 1997, so that a formal proposal can be considered at the 1997 DCC.

Here are the ways the regional or local group participates in the DCC conference:

- The local group is responsible for identifying one or more specific sites (hotels and/or conference centers), getting bids from their management, and conferring with the Conference Committee on options. Final sign-off on contracts is done by TAPR.

- The local group proposes a budget for local expenditures, including meeting rooms, luncheon and dinner events, hospitality room, special entertainment or tours, local transportation, etc. Basically this budget combines the hotel bid above with everything else required to run the conference (see example). The budget is approved by the Conference Committee, and, ultimately, by TAPR.

- The local group takes the lead in promoting the conference at the local level, including publication in newsletters, flyers at hamfests and club meetings, announcements on nets, etc.

- If feasible, the local group recruits local corporate sponsorship for the conference, in the form of facilities, papers presented by technical staff, demonstrations, or donations of goods or money.

- The local group may wish to sponsor a workshop or paper of particular interest to the area, to be presented at the DCC.

- The local group provides organizational and logistic support at the time of the conference, for such things as registration, hospitality suite, transportation, travelers' aide, etc. The local group will work with the TAPR staff in order to determine what areas need staffing.

Appendix A: Example Budget

ARRL and TAPR 1996 DCC Seattle, WA

Friday				Areas:
Room Cost	$	550.00		Phoenix B/C
Mic B/C	$	20.00		Conf A
B/C Overhead/screen	$	47.50		Conf B
Tax	$	50.64		Skybridge
	$	**668.14**		
Saturday				Areas:
Room Cost	$	550.00		Phoenix B/C
Mic B/C	$	20.00		Conf A
B/C Overhead/screen	$	47.50		Conf B
Mic D	$	20.00		SkyBridge
D Overhead/screen	$	47.50		
Tax	$	59.86		
3 easels	$	45.00		
	$	**789.86**		
Sunday				Areas:
Room Cost	$	550.00		Phoenix B/C
Mic B/C	$	20.00		Conf A
B/C Overhead/screen	$	47.50		Conf B
TAx	$	50.64		Skybridge
	$	**668.14**		
Total Conf Facility	**$**	**2,126.14**		
Lunch	$	1,683.50	12.95 * 130	
Dinner	$	1,595.00	15.95 * 100	
Tax	$	332.57		
Gratuity	$	557.35		
Mic at Dinner	$	20.00		
Total Lunch/Dinner	**$**	**4,188.42**		
Total Conference Exp	**$**	**6,314.56**		
Deposit	$	1,000.00		
	$	**5,314.56**	payment to hotel	

ARRL and TAPR 1996 DCC Seattle, WA

Income:				
Paid Pre-Reg @ $40	$	3,440.00	86	Pre-Reg $40 Includes Comps
Paid Reg @ $45	$	2,025.00	45	Reg $45
Paid 1/2 Reg @ $22.50	$	67.50	3	134
Paid Reg - Lunch @ $15	$	105.00	3	137
Paid Dinner @ $19	$	1,672.00	88	Dinner $19
Workshop: APRS @ $15	$	735.00	49	Workshop: APRS $15
Workshop: 56K @ $15	$	885.00	59	Workshop: 56K $15
Workshop: PCS @ $15	$	870.00	58	Workshop: PCS $15
ARRL Foundation	$	1,000.00		
Gross Income	**$**	**10,799.50**		

Other Exp:			
Conference Comp (10)	$	400.00	see below
Lunch Comp (2)	$	30.00	see below
Dinner Comps (9)	$	171.00	see below
Plaques	$	150.00	2 student, 3 local host
Proceedings	$	916.36	Paid to ARRL
Student Awards	$	1,000.00	2 $500 travel checks
Printing - Conf Flyers	$	800.00	2 printings
Travel	$	150.00	
Travel	$	150.00	
Travel	$	150.00	
Travel	$	150.00	
Travel	$	150.00	
Visa/MC Charges	$	100.00	Paid to TAPR
Conf Copies @ Seattle	$	126.90	
56K Workshop Materials	$	385.25	
PCS Workshop Materials	$	85.32	
Misc	$	76.17	
Total Other Exp	**$**	**4,390.00**	
Total Conf Facility (see above)	**$**	**6,314.56**	
TOTAL EXPENSES	**$**	**10,704.56**	
Profit/Loss	**$**	**94.94**	

ARRL and TAPR 1996 DCC Seattle, WA

Additional Information

Proceedings @ 7.39	225 sent		
Paid Atendees	114	$	842.46
Comp Copies	10	$	73.90
Additional Authors Copies	12		
Shipped Back to ARRL	40		
Sold to TAPR	49	$	362.11
	225	Total Proceedings	

TAPR owes ARRL	$	362.11	
Conference owes ARRL	$	916.36	
	$	**1,278.47**	pay to ARRL

Conf Comp:

Rod Stafford - Pres ARRL
Greg Jones - Pres TAPR
Dorothy Jones - Conf Secretary
Steve Stroh - Local Host
Tina Stroh - Local Host
Lyle Johnson - Banquet Speaker
Keith Justice - Conf Co-Chair
Gerald Knezek - Student Paper Chair
Michele Toon - Student Award
Mac Normandu - Student Award

Conf Registration

Comp:10 $400.00

Lunch Comp:

Dorothy Jones
Heather Johnson

Lunches Comp

Comp: 2 $30.00

Dinner Comp:

Rod Stafford - Pres ARRL
Greg Jones - Pres TAPR
Dorothy Jones - Conf Secretary
Steve Stroh - Local Host
Tina Stroh - Local Host
Lyle Johnson - Banquet Speaker
Heather Johnson
Keith Justice - Conf Co-Chair
Gerald Knezek - Student Paper Chair

Dinner Comps

Comp:9 $171.00

Appendix B: MOU between ARRL and TAPR

MEMORANDUM OF UNDERSTANDING BETWEEN

Tucson Amateur Packet Radio Corporation ("TAPR")
8987-309 E Tanque Verde Rd #337, Tucson, AZ 85732
and
The American Radio Relay League ("ARRL")
225 Main Street, Newington, Connecticut 06111

1.0 PURPOSE

1.1 This Memorandum of Understanding ("Memorandum") is effective as of September, 1995 and is entered into for purposes of facilitating the joint management of an ARRL and TAPR Digital Communications Conference ("Conference") during 1996, 1997, and 1998 by TAPR and ARRL ("Participants"). The Conference is the successor to earlier Computer Networking Conferences and Digital Communications Conferences sponsored by ARRL in conjunction with other organizations. The Participants will jointly sponsor the Conference, work cooperatively together to organize and publicize it according to the terms of this Memorandum, and shall each use best efforts to promote the same.

1.2 In 1998, the Participants will evaluate successes of the Conference under this Memorandum and decide at that time whether to continue this Memorandum beyond the 1998 Conference. Nothing herein creates any obligation on the part of either party beyond the 1988 Conference.

2.0 ORGANIZATION

2.1 The Conference will be identified and promoted as the "ARRL and TAPR Digital Communications Conference." Public announcements by either of the Participants with reference to the Conference shall identify both Participants.

2.2 TAPR shall provide all necessary management and organizational effort for the Conference. All financial affairs of the Conference (except as otherwise set forth herein in Section 2.3) shall be conducted by TAPR, using accounts in its name, and the mailing address, and telephone number of the Conference shall be those of TAPR.

2.3 ARRL shall publish the Proceedings of each Conference ("Proceedings") and shall manage the marketing, distribution, and sale of the Proceedings through its normal business operations. ARRL agrees that it will publish the Proceedings of each Conference and make copies available to the Conference at cost for distribution to attendees. Thereafter, for a period of two years, ARRL may sell copies of the Proceedings and retain all proceeds therefrom. Two years after the date of each conference, ARRL will convey to TAPR at no cost (except the actual cost of shipping), any remaining stock of unsold copies of the Proceedings published and printed by ARRL, to do with as TAPR sees fit. Editorial discretion in the publication and solicitation of papers shall be entirely at the ARRL's discretion.

2.4 The scope of the Conference shall not be changed significantly from prior Computer Networking Conferences and Digital Communication Conferences, other than as may specifically be agreed to by both parties hereto in writing.

2.5 Nothing herein shall, nor shall it be construed to limit or restrict the normal business activities of either party hereto, nor shall this Memorandum be construed to create any partnership, joint venture, agency, or other business association between the parties other than as specifically set forth herein. The participants are free to conduct any other business affairs, each for its own exclusive benefit, and neither party may bind the other in any respect whatsoever, other than as specifically authorized herein.

2.6 Each participant shall, by action of its Board of Directors, designate a Joint Conference Officer to function as its official spokesman and signatory with respect to the Conference. The two Joint Conference Officers will each maintain an overview of the conference and shall organize all aspects of the event. They will select members for the yearly conference planning and management committee and will also organize and serve on the Conference Committee. The Joint Conference Officers will confer with each Participant in selecting mutually agreeable Conference meeting sites and local host organizations. The Joint Conference Officers will jointly prepare a budget, to be submitted to and approved by each Participant before any expenditures are made.

2.7 The TAPR Treasurer or TAPR Executive Committee, if the Treasurer is not available, will approve any expenditures by the Joint Conference Officers as well as approve in advance any contracts regarding the Conference. Periodic expense reports shall be furnished to ARRL by TAPR through ARRL's designated Conference Officer, and ARRL shall be afforded the opportunity to approve any expense in excess of the budgeted amounts, or for purposes not included in the approved budget.

3.0 FINANCIAL MATTERS

3.1 The participants shall share equally in the cost, risks, and benefits of each Conference. The Participants intend that each Conference will be managed on a break-even basis, and the Joint Conference Officers will budget each conference to meet that goal, but neither party makes any warranty to the other, nor to any third party, that any Conference will break even, or produce an excess of revenues over expenses.

3.2 TAPR shall maintain bookkeeping records, using generally accepted accounting principles, accounting for all Conference transactions. The records shall be open for inspection by the Joint Conference Officers at any reasonable time.

3.3 After each Conference, the treasurer of TAPR will determine if payments are to be made by or made to the participants. That determination will be made within 60 days after the closing of each Conference. Payments will be made not longer than 15 days thereafter.

4.0 INSURANCE

4.1 Each party shall maintain its own insurance coverage in amounts sufficient to themselves to protect their own interests. Neither party shall be required to purchase additional liability insurance to cover the other party, nor shall either party hereto indemnify the other. However, the Conference, as a budgeted expense, shall acquire liability insurance, in amounts satisfactory to both Participants, covering all events of the Conference.

5.0 DISSOLUTION

5.1 The dissolution and termination of this Memorandum shall occur upon the bankruptcy, insolvency or involuntary dissolution of either participant, or the making of any assignment for the benefit of creditors; upon notice by either party of breach by the other party; or upon notice by either party to the other of an intention to terminate the Memorandum, which termination shall be subject to one year's prior notice.

5.2 At the time of dissolution or termination of the Memorandum, the Joint Chief Officers will close the books of the Conference and the Participants will make such payments to each other as are necessary to ensure that all profits or losses arising hereunder are shared equally.

6.0 COPYRIGHT AND TRADEMARK INFRINGEMENT

6.1 Neither party shall make any claim to any trademark, tradename, logo or service mark of the other, and no trademarks used in conjunction with the Conference shall be subject to exclusive claim by either party. Upon termination of this Memorandum, either party

may conduct any successor conference, whether or not similar to the Conference, and no intellectual property rights shall be part of this Memorandum, or the relationship between the parties created hereby.

6.2 Copyright to individual papers published in the Proceedings shall remain with the author(s), or as may otherwise be arranged between the author(s) and ARRL. ARRL shall own the copyright to the annual compilation of Proceedings. ARRL shall have the exclusive right to market the Proceedings from each Conference, in both paper and electronic form, for a period of two years after the date of that Conference. After that time, TAPR may market the Proceedings in both paper and electronic form, as per the terms of Section 2.3 hereinabove.

6.3 Each Participant warrants that it will not knowingly violate the intellectual property rights of any third party in its conduct of the Conference or publication of the Proceedings. ARRL will obtain appropriate consents to the publication from authors of papers for publication in the Proceedings. Provided they have not materially breached the terms of this Memorandum, neither participant will be liable to the other for damages (including indemnification and contribution) with respect to any claim of intellectual property infringement based on the conduct of the Conference or the publication of the Proceedings.

7.0 MISCELLANEOUS

7.1 This Memorandum constitutes the sole agreement between the participants with respect to the subject matter hereof, and supersedes all other prior or contemporaneous written or oral statements of either party with respect thereto.

7.2 No participant is bound by any warranty or representation except as specifically provided in this Memorandum.

7.3 Neither this Memorandum nor any provision herein may be modified, waived, discharged or terminated orally.

7.4 A waiver of any provision shall be valid only in the instance for which given and shall not be deemed continuing; and a waiver if any provisions shall not be constructed as a waiver of any other provision.

7.5 Modifications and waivers to this Memorandum, once it is executed, may be made only by the Joint Conference Officers, as authorized by their respective organizations.

7.6 Neither Participant shall be liable to the other for any amount exceeding the direct and actual damages incurred as a result of the other's breach of this Memorandum. Under no circumstances will either Participant be liable to the other for any punitive, indirect or consequential damages, including but not limited to claims of lost profit or business opportunity.

7.7 Any dispute between the parties arising out of this Memorandum shall be submitted to binding arbitration before a single arbitrator under the then current rules of the American Arbitration Association. The decision of the arbitrator shall be final and binding. The arbitration shall take place in the headquarters city of the party not initiating the claim. Issues of arbitrability shall be governed by federal substantive and procedural law. All other issues shall be determined under the laws of the State of Connecticut. The arbitrator shall not be empowered to award consequential or punitive damages. The arbitrator may award injunctive or other equitable relief as may be necessary to protect the intellectual property rights of a Participant. The decision of the arbitrator shall be final and binding, and may be entered in any court of competent jurisdiction